

VACANCY NOTICE

#3013

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

A010313

Description of Position	Asst. Director, Labor Market Information & Mgmt. Services		CLASSIFICATION CODE:	02587500
	TITLE OF POSITION:	Information & Mgmt. Services	REFERENCE POSITION NO.:	1680-50101-2935
	SALARY RANGE:	Grade: (139A) \$77,626-\$87,964	APPLICATION PERIOD:	01-09-13 thru 01-16-13 by 4:00pm
	Labor & Training	Executive Office	GRACE PERIOD ENDS	NONE
	DEPARTMENT	DIVISION/SECTION/UNIT		
	Assignment(s) / Comments			
	Shift and Days:	Monday-Friday, 8:30am-4:00pm	Job Location:	1511 Pontiac Ave., Cranston, RI
	Restrictions/Limitations:			
	Position Covered By Collective Bargaining Union Agreement		Yes	No <input checked="" type="checkbox"/>
	Name of Bargaining Unit Union:			
General Information to Candidate	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions			
	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.			
	INSTRUCTIONS:			
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	Most Important - Please include the following information:			
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 		<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations 	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.			
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:			
<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 				
Statement of Duties	DUTIES / RESPONSIBILITIES:			
	To manage a comprehensive statewide labor market information program; to be responsible for the compilation of management information, statistical and demographic reports, surveys and other data relating to labor market conditions in the state; to provide management service assistance to other divisions of the Department; to perform actuarial analysis relating to financial conditions of the employment security and temporary disability insurance funds; and to do related work as required. <i>For additional information, the job description is available at www.hr.ri.gov/classification/jobspecs.php</i>			
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:			
	EDUCATION: Such as may have been gained through: graduation from a college of recognized standing with a degree in business or public administration, economics, statistics, mathematics or a closely related field, and EXPERIENCE: Such as may have been gained through; employment in a supervisory capacity involving statistical research and the development and evaluation of operating methods, techniques and procedures in a public or private organization. OR , any combination of education and experience that shall be substantially equivalent to the above education and experience.			
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. EMAIL, OR MAIL YOUR RESUME OR CS-14 APPLICATION TO:			
	Lisa M. Kearns General Government Service Center Department of Administration Office of Human Resources, 3rd Floor One Capitol Hill, Providence, RI 02908		Email: LK-resume@hr.ri.gov TTY/TDD #: <u> </u> #711 (Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

RI Department of Labor and Training

VACANCY NOTICE #3013 ADDENDUM:

Account/Position # 1680-50101-2935

Application Period: 01-09-2013 thru 01-16-2013

Assistant Director of Labor Market Information and Management Services

This is a leadership position within the Department and a member of the Director's senior staff. The Assistant Director of Labor Market Information and Management Services (DLT) is the primary position responsible within the Department of Labor & Training for the administrative oversight and execution of the work in division of Labor Market Information. This Division is the primary source of information on the Rhode Island Economy and its workforce. Through cooperative agreements with the U.S. Department of Labor's Bureau of Labor Statistics and Employment and Training Administration, the LMI unit's collects, analyzes and disseminates data on the local and national economies. LMI develops state and local planning information that includes occupational wage information, labor supply and demand data and industry and occupational projections. The Division's budget totals approximately \$975,000. This position will be responsible to manage a comprehensive statewide labor market information program through the formation, execution and dissemination of federal labor statistics and data and to advise on policies and planning activities to more effectively target resources and promote a better understanding of the Rhode Island economy.

DLT LMI_ 12/21/2012